

City of Carlsbad

Carlsbad City Library Volunteer Information Packet

Mission:

The library provides community members of all ages with convenient access to high quality resources and services to inform and enrich individual and community life.

Vision:

The library is the destination for information, enjoyment of reading, lifelong learning and cultural enrichment for those who live, work and play in Carlsbad.

How You Can Help:

We strive to match your interests, skills and schedule with Library programs that need your help. Ongoing (weekly or monthly) volunteer opportunities are described on the following pages. Please review the opportunities and specific requirements.

How to Apply:

1. Attend a volunteer **orientation** to learn about our volunteer program.
2. **Interview** for a specific volunteer position. Openings are limited.
3. If placed, **training** dates and schedules are usually assigned within a month of completed interviews.

2008 Orientations are on the following Saturdays, 9:30 am-11:00 am:

January 12 Georgina Cole Library, 1250 Carlsbad Village Drive, Community Room

February 16 Carlsbad City Library, 1775 Dove Lane, Gowland Meeting Room

April 5 Georgina Cole Library, 1250 Carlsbad Village Drive, Community Room

May 24 Carlsbad City Library, 1775 Dove Lane, Gowland Meeting Room

August 16 Georgina Cole Library, 1250 Carlsbad Village Drive, Community Room

September 20 Carlsbad City Library, 1775 Dove Lane, Gowland Meeting Room

October 25 Georgina Cole Library, 1250 Carlsbad Village Drive, Community Room

Most ongoing volunteer positions require a set weekly 3-4 hour commitment for at least 6 months. Volunteer activities are for adults, with limited positions for youths who will be at least high school juniors. (For short term school community service projects for youth ages 12 and up, call or email the Volunteer Coordinator. Opportunities are limited.) The Library has four locations where volunteer opportunities may be offered. Orientations will cover opportunities at all locations. **Bring your completed application to the orientation.** To set up an interview, bring your appointment calendar. Interviews are scheduled when applicants have completed the orientation and are available for specific shift openings. **To sign up for the orientation** call or email me several days in advance. Leave a message with your name, contact information and date of the orientation you wish to attend.

Thank you for your interest in the Carlsbad City Library. See you at the orientation!

Amy Hoyt Bennett, Volunteer Coordinator
760-434-2877 or email abenn@ci.carlsbad.ca.us

Please bring the application with you to a library volunteer orientation or, if requested, return it to
Amy Bennett, Volunteer Coordinator, Georgina Cole Library 1250 Carlsbad Village Dr. Carlsbad, CA 92008
Fax (760) 434-9975 Phone: (760) 434-2877 email: abenn@ci.carlsbad.ca.us rel rev 11-6-06 vol packet 10-1-07

City of Carlsbad

Library Volunteer Opportunities

NEW! Circulation Shelf Readers (Carlsbad City Library, 1775 Dove Lane, and Georgina Cole Library, 1250 Carlsbad Village Drive.) Very detail oriented volunteers are needed to help keep our collection of books and other materials in correct order so the public can easily find them on the shelves. Volunteers commit to a regular weekday schedule of 1-2 hour sessions, once or twice a week. A long term commitment of 70 hours or 6 months is required.

Centro de Información (Location: 3333 Harding St.)

Centro de Información provides books, video cassettes, DVDs, magazines, newspapers and brochures both in English and Spanish that introduce Spanish-speaking children and adults to a wide variety of library resources. Programs for adults and bilingual story hours in English and Spanish are conducted regularly. If you think you may be a candidate for helping school-aged children, consider volunteering to help with the Homework Zone (see below). Adults and volunteers entering their junior or senior year in high school may apply. (Being bilingual in English and Spanish is helpful but not required.)

Homebound Program (A program for City of Carlsbad Residents.) If you are interested in selecting books and delivering them to citizens who cannot come to the Library, then this program is for you. You choose your own time, meet with the homebound individual, select material, and deliver it. Many of these people have little or no company, and seeing our volunteers with library materials brings great joy.

Homework Zone (Carlsbad City Library, 1775 Dove Ln., Georgina Cole Library, 1250 Carlsbad Village Dr. and Centro de Información, 3333 Harding St.) This program enlists dedicated volunteers to provide homework assistance and study skill direction to students. Applicants should have patience, leadership ability, and basic computer skills. If you have an interest in children and education with an understanding of math and science this may be for you! Volunteers commit to two hours per week after-school (approx. 3-5pm or 4-6pm) for a full semester. High school students 16 years of age and older with a very strong academic interest and a teacher's recommendation may apply.

Saturday Stories (Carlsbad City Library, 1775 Dove Ln. and Georgina Cole Library, 1250 Carlsbad Village Dr.) On Saturday mornings volunteers provide a half-hour story time for young children. Volunteers must be at least 16 years old and enjoy spending time with children. Volunteers must commit to one Saturday story time per month for 6 months. Leading a story time requires a very energetic, animated, outgoing personality and a love of small children.

Summer Reading Program (SRP): (Carlsbad City Library, 1775 Dove Ln., Georgina Cole Library, 1250 Carlsbad Village Dr. and Centro de Información, 3333 Harding St.) The main objective of this program is to encourage children to read. Teenage volunteers (sixth grade and up) donate their time to listen to children's oral book reports. The application period is in early May of every year. Contact the Children's division at your preferred location for the SRP application. Dove Library 602-2047, Cole Library 434-2897, Centro de Información 729-6907.

Adult Learning Program (Location: 1207 Carlsbad Village Dr., Suite "O." 760-434-2998)

This program offers free literacy tutoring in reading and writing for English-speaking adults. Both traditional and computer based literacy skills are taught. Adult volunteer tutors work on a one-to-one basis with adult learners, meeting twice a week, 1 ½ hours per session. Day and evening tutoring is offered. Tutor training is provided. Volunteer qualifications include patience, adaptability, empathy and ability to commit to a weekly schedule. Additionally, adult volunteers are needed once a week for a separate program to tutor high school students with challenges. (Applicants may contact ALP directly for details.)

Additional Information: Occasionally other volunteer positions arise, such as historical indexing, proctors, clerical assistants, or special needs. Contact the Volunteer Coordinator for details. Volunteer position descriptions will be posted at volunteer orientations.

Background checks are required for certain volunteer positions.

Please bring the application with you to a library volunteer orientation or, if requested, return it to
Amy Bennett, Volunteer Coordinator, Georgina Cole Library 1250 Carlsbad Village Dr. Carlsbad, CA 92008
Fax (760) 434-9975 Phone: (760) 434-2877 email: abenn@ci.carlsbad.ca.us rel rev 11-6-06 vol packet 10-1-07

City of Carlsbad

Office use only:

V/O: _____
 Int/CSQ: _____
 Ref: _____
 LS ap/HR: _____
 Clr date: _____
 Plcmt: _____
 Contact V&S: _____

Carlsbad City Library Volunteer Application

Please print clearly in black or dark blue **ink**. **Do not use pencil.**

Applicants under 18 years of age should fill out the forms and sign up for the orientation.

Parent/guardian should review and sign as needed.

Name: _____ Age (if under 18 years): _____ Date: _____
 (First Name) (Middle Initial) (Last Name)

Email: (Print large / legibly): _____

Home Phone: (____) _____ Work: (____) _____ Cell: (____) _____

Address: _____

City/Zip: _____

Date of Volunteer Orientation you wish to attend: _____

Emergency Contact Name: _____ Phone: (____) _____

Education and relevant training workshops or seminars:

	Check if completed	Educational Focus
High School		
College		
Graduate		
Other		

Employment Experience – List most recent employment:

Company and Phone #	Employment Dates	Job Title & Duties

Reference Name (not a relative): _____ Phone Number: (____) _____

Which locations can you go to for regular volunteer activities? (Check all that apply)

Dove ____ **Cole** ____ **Centro de Información** ____ **Adult Learning Program** ____

Availability – Please indicate the days and times you are available for the next 6 months.

(For students with other commitments, please research your availability before applying.)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Other schedule notes: _____

Continued

City of Carlsbad

Where did you learn about becoming a City volunteer? _____

Do you have prior volunteer experience(s) or specialized training? ☐ Yes ☐ No

If Yes, please describe: _____

What would you like to get out of your volunteer experience? _____

Do you require any special accommodations to serve as a volunteer? ☐ Yes ☐ No

If Yes, please describe: _____

Are you required to complete community service hours (e.g., student internship or court-required service)? ☐ Yes ☐ No If Yes, how many hours are required? _____

Completion Due Date: _____ (Note: The City of Carlsbad provides the opportunity to apply to volunteer for court-ordered service hours for those who have misdemeanor convictions only.)

Have you ever been convicted of a crime(s) (omit any crime that resulted in pre/post trial diversion, was expunged, sealed or eradicated, or misdemeanor where probation has been completed and case dismissed)? ☐ Yes ☐ No If Yes, date of conviction(s): _____

Please describe: _____

(Note: No volunteer applicant will be denied a volunteer position solely on the grounds of conviction of a criminal offense. The nature of the offense, the surrounding facts and circumstances and the relevance of the offense to the position applied for may, however, be considered.)

Skills / Abilities – Please indicate those items in which you are skilled or experienced:

- | | | |
|---|---|--|
| <input type="checkbox"/> Ability to speak foreign language Please list language(s) _____ | <input type="checkbox"/> Gardening | <input type="checkbox"/> Science |
| <input type="checkbox"/> Clerical skills | <input type="checkbox"/> Grant writing | <input type="checkbox"/> Social Studies |
| <input type="checkbox"/> Computer Skills: Mac <input type="checkbox"/> or PC <input type="checkbox"/> | <input type="checkbox"/> Graphic Arts | <input type="checkbox"/> Spreadsheet |
| <input type="checkbox"/> Customer service | <input type="checkbox"/> Special Events | <input type="checkbox"/> Study skills |
| <input type="checkbox"/> Data entry | <input type="checkbox"/> Languages | <input type="checkbox"/> Teaching or Training Youth <input type="checkbox"/> Adults <input type="checkbox"/> |
| <input type="checkbox"/> Working with children | <input type="checkbox"/> Library experience | <input type="checkbox"/> Tutoring |
| <input type="checkbox"/> Working with seniors | <input type="checkbox"/> Lifting & Carrying | <input type="checkbox"/> Word processing |
| <input type="checkbox"/> Event planning | <input type="checkbox"/> Math | <input type="checkbox"/> Writing skills |
| | <input type="checkbox"/> Phone skills | <input type="checkbox"/> Other: _____ |
| | <input type="checkbox"/> Photography | _____ |
| | <input type="checkbox"/> Public relations | |
| | <input type="checkbox"/> Public speaking | |

Interests – Please check the areas that interest you:

- | | |
|--|--|
| <input type="checkbox"/> Adult Learning Program | <input type="checkbox"/> Homework Zone |
| <input type="checkbox"/> Centro de Información | <input type="checkbox"/> Magazine/Book Sales (Contact "Friends") |
| <input type="checkbox"/> Circulation Services | <input type="checkbox"/> Saturday Stories |
| <input type="checkbox"/> Computer Lab Assistants | <input type="checkbox"/> Shelf Reading |
| <input type="checkbox"/> Genealogy | <input type="checkbox"/> Summer Reading Program |
| <input type="checkbox"/> History Room | <input type="checkbox"/> Volunteer Proctor |
| <input type="checkbox"/> Homebound Program | <input type="checkbox"/> Other: _____ |

The above information will only be used for volunteer application purposes only. I understand that as a volunteer I will not be paid for my services. I further understand that my references may be checked and I may be asked to complete one or all of the following: fingerprinting, photographing or criminal background check.

Signature: _____

Date: _____

Continued

Please bring the application with you to a library volunteer orientation or, if requested, return it to
Amy Bennett, Volunteer Coordinator, Georgina Cole Library 1250 Carlsbad Village Dr. Carlsbad, CA 92008
Fax (760) 434-9975 Phone: (760) 434-2877 email: abenn@ci.carlsbad.ca.us rel rev 11-6-06 vol packet 10-1-07

City of Carlsbad

VOLUNTEER SERVICES AGREEMENT AND RELEASE

Confidentiality Agreement

I respect the confidentiality of City information and will discuss or give official information only as directed by a supervisor. No confidential information will be provided to the public except within the guidelines of the City.

Photo Release

I give the City of Carlsbad, free of any compensation, unlimited permission to use, publish, and republish, in any media now in existence or that may later be developed, for any lawful purpose as it may determine, information and reproductions of my likeness and my voice related to any aspect of my volunteer service for the City. I hereby waive my right to first review the use of my likeness or voice before any use or publication.

Volunteer Handbook

I acknowledge that I have received the City of Carlsbad Volunteer Handbook. I further understand that, by signing this statement, I have read or will read the Volunteer Handbook and that I understand its contents, or will discuss all questions that I have with my supervisor or the Community Volunteer Coordinator on the first day of my volunteer service. I also realize that this statement will become a permanent part of my volunteer personnel file.

Reference Verification and Background Checks

I authorize reference and employment verification as necessary for specific positions that I have volunteered to perform. I authorize fingerprinting, photographing and criminal background checks and Department of Motor Vehicles checks as necessary for specific positions that I have volunteered to perform. On behalf of myself, my heirs and representatives, I hereby release the City of Carlsbad, its elected officials, employees and agents from all liability for any damages that may result from my reference verification and background check(s). The background check policy is available upon request.

Permission to Seek Medical Treatment

In the event of an emergency, I hereby give the City of Carlsbad permission to seek medical attention for myself or my child, if volunteer applicant is less than 18 years of age.

Insurance Information and Release

I understand that there are some risks and that I may be injured in the course of performing these volunteer activities or services for the City. I understand that the City's policy is to cover volunteers as "employees" of the City for sole purpose of California Workers' Compensation benefits. I also understand that under Workers' Compensation laws, Workers' Compensation benefits will be the sole and exclusive remedy in the event I am injured while performing these volunteer activities and services. I further understand and agree that I will only be entitled to medical expenses under the City's Workers' Compensation. I will not be entitled to any other Workers' Compensation benefits which may include, but are not limited to, permanent or temporary loss of use damages, replacement income or vocational rehabilitation benefits. With the exception of Workers' Compensation benefits as set out above, I hereby agree that I, my heirs, guardians, legal representatives and assigns will not make a claim against or file an action against the City of Carlsbad or any of its agents, officers, employees or other volunteers, for injury or damage resulting from negligence, howsoever caused, by any employee, agent, officer or volunteer of the City of Carlsbad as a result of my participation in this volunteer activity or service. In addition, I hereby release and discharge the City of Carlsbad, its agents, officers, employees and other volunteers from all actions, claims and demands that I, my heirs, guardians, legal representatives or assigns now have or may hereafter have for injury or damage resulting from my participation in these volunteer activities or services.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A PARTIAL RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE CITY OF CARLSBAD AND SIGN IT ON MY OWN FREE WILL.

<hr/>	
Name (please print)	Date
<hr/>	
Signature	
<hr/>	
Signature of parent or guardian if volunteer is under 18 years of age	Date
<hr/>	